

---

**FORT CAMPBELL ENVIRONMENTAL HANDBOOK**  
**Guidance and Instruction**  
**Pollution Prevention Operations Center (PPOC)**  
**101<sup>st</sup> Airborne Division Battery Management Operating Procedures    DEC 03**

---

1. **PURPOSE AND SCOPE:**

The procedures described in this document are mandatory for all 101st Airborne units formally inducted into the Pollution Prevention Operations Center (PPOC) / Hazardous Materials Control Center (HMCC) Program. The purpose of this program is to enhance combat readiness, establish regulatory compliance and inventory management procedures for all hazardous materials used during industrial work processes at Fort Campbell. This is achieved by establishing single point control and accountability over the requisitioning, receipt, distribution, storage and disposal of hazardous materials and wastes.

2. **REFERENCES:**

- a. 29 CFR, Occupational Safety and Health, Part 1910
- b. 40 CFR, Protection of The Environment, Part 273, Universal Waste
- c. 49 CFR, Transportation, Part 171-178
- d. TM 38-410, Storage and Handling of Hazardous Materials
- e. DOD 4140.27-M, Shelf Life Item Management
- f. FED Standard 793, Depot Storage Standards
- g. Cam Reg. 385-6, Fort Campbell Hazard Communication Standard
- h. AR 710-2, Supply Procedures
- i. NFPA Rule 30,
- j. Fort Campbell Environmental Handbook
- k. Cam Reg. 200-1, Installation Environmental Strategy Plan

3. **DEFINITIONS, ACRONYMS AND APPENDICIES:**

None.

4. **GENERAL:**

This operational guide provides the user with detailed guidance, instruction and information pertaining to PPOC/HMCC policies and procedures in reference to battery management.

5. **RESPONSIBILITIES:**

- a. Unit personnel responsibilities include:

1) COMMANDER/DIRECTOR

- a) Commanders/directors are responsible for overall management of work area hazardous material storage sites.

2) ENVIRONMENTAL QUALITY OFFICER (EQO)

- a) The EQO is responsible for establishing and maintaining the unit hazard communication program IAW Tab 21 Section 1 of the Fort Campbell Environmental Handbook.
- b) The EQO is required to coordinate with the Signal Officer/NCO and Unit Movement Officer/NCO when batteries are required to support deployment exercises.
- c) The EQO is responsible for completing monthly environmental assessments IAW Tab 5 of the Fort Campbell Environmental Handbook.
- d) The EQO is responsible for management of unit Satellite Accumulation Points (SAP) in accordance with Tab 11 of the Fort Campbell Environmental Handbook.

---

**FORT CAMPBELL ENVIRONMENTAL HANDBOOK**  
**Guidance and Instruction**  
**Pollution Prevention Operations Center (PPOC)**  
**101<sup>st</sup> Airborne Division Battery Management Operating Procedures    DEC 03**

---

3) Signal Officer/NCO

- a) The Signal Officer/NCO will control access to battery storage areas and ensure storage areas are secured when not in use.
- b) The Signal Officer/NCO will be the point of contact for PPOC/HMCC personnel. All requests for batteries must be forwarded through the Signal Officer/NCO, i.e., adding a new item, raising the quantity level of on hand stocks, etc.
- c) The Signal Officer/NCO will ensure battery sign in/out logs are properly completed.

4) UNIT/ACTIVITY PERSONNEL

- a) Unit/activity personnel must utilize battery sign out sheets when removing batteries from Commo Shop.
- b) Unit/activity personnel will return serviceable batteries to Commo Shop or battery storage areas when no longer required. Unserviceable batteries will be immediately placed in the satellite accumulation point located in the Commo Shop or battery storage area.
- c) Unit/activity personnel are required to develop and maintain a Site Specific Contingency Plan IAW Tab 17 of the Fort Campbell Environmental Handbook.
- d) Preparation of shipping documentation, i.e. Shippers Declaration for Dangerous Goods (SDDG), DD 836 and shipping container marking and placards.

b. PPOC/HMCC PERSONNEL RESPONSIBILITIES

- a) Requisition, Receipt, Storage and Issue of ALL batteries, excluding vehicle and aircraft batteries which remains the units responsibility.
- b) Developing demand histories for PPOC/HMCC customers to ensure adequate, but minimum, stocks of batteries are maintained.
- c) Providing direct service to BN Commo Shops or BN battery storage areas, i.e., restocking, etc.
- d) Performing quality assurance/serviceability screening on all incoming batteries to ensure a serviceable product is delivered to each storage area.
- e) Implementing and maintaining DOD shelf-life management procedures on all batteries located at the PPOC/HMCC and unit battery storage areas.
- f) Assist with establishment of satellite accumulation points (SAP) for unserviceable batteries as required.
- g) Removal of all unserviceable batteries from designated SAP.
- h) Disposal of all unserviceable batteries in accordance with the Fort Campbell Environmental Division, including: containerization, labeling, and preparing turn in documentation.
- i) Performing monthly compliance assessments and reporting deficiencies to the Signal Officer/NCO.
- j) Assisting with Material Safety Data Sheets (MSDS), and replenishment of spill kit materials.
- k) Developing and implementing HAZMAT source reduction methods and hazardous waste minimization efforts.
- l) Unit training on policies and procedures.

---

**FORT CAMPBELL ENVIRONMENTAL HANDBOOK**  
**Guidance and Instruction**  
**Pollution Prevention Operations Center (PPOC)**  
**101<sup>st</sup> Airborne Division Battery Management Operating Procedures    DEC 03**

---

6. **INSTRUCTION:**

a. COMMO SHOP REQUIREMENTS:

1) Sign Out Procedures. The following procedures will be followed.

- a) Sign for batteries removed from the shelves. Use the Sign out sheets (Tab 21; Section 6; Appendix A, page 1) provided by the PPOC/HMCC. Products must be returned to the shelves if no longer required and serviceable.
- b) Enter the rank and name of the person signing for the product.
- c) Enter the shop or unit to which this individual is assigned.
- d) Enter the NSN of the product. If the product does not have an NSN, enter the name of the product.
- e) Enter the shelf location number, i.e. 1-5 or 6-2.
- f) Enter the date the product was signed out.
- g) Enter the quantity of batteries signed out.

2) RETURN OF SERVICEABLE BATTERIES

- a) Return batteries to the shelf location annotated on the Sign-Out sheet and sign the products in.
- b) Enter the "Quantity Signed In" and the "Quantity Consumed" (the sum of these columns is equal to the "Quantity Signed Out").

3) SATELLITE ACCUMULATION POINT (SAP)

- a) It is the units responsibility to maintain compliance.
- b) Satellite Accumulation Points are established for the return of unserviceable batteries and other Hazardous Waste(s).
- c) All unserviceable batteries, except for alkaline, lead acid or aircraft batteries, must be immediately placed in the SAP.
- d) Containers must be labeled with the verbiage "Universal Waste" & "Batteries". Container lids must be closed unless adding or removing batteries.
- e) PPOC/HMCC personnel will service the SAP as required.
- f) For detailed guidance refer to "BATTERY TURN-IN PROCEDURES" located in Tab 11 or the Fort Campbell Environmental Handbook.

4) RESTOCKING PROCEDURES

- a) Battery storage lockers/areas will be restocked as needed by PPOC/HMCC personnel to maintain a 2 day stockage at the unit.
- b) Materials will be replenished on a one for one exchange based on return of unserviceable batteries.
- c) Additional Battery needs should be coordinated between Signal Officer/NCO and PPOC/HMCC personnel.

5) SPECIAL BATTERY REQUIREMENTS

- a) The Signal Officer/NCO must notify the PPOC/HMCC in writing utilizing the battery request form (Tab 21; Section 6; Appendix B, page 1) located in this Tab for all special needs/requests. These requests will be handled on a case by case basis.
- b) The Unit/activity may be required to provide transportation if the batteries are required for immediate use.

---

**FORT CAMPBELL ENVIRONMENTAL HANDBOOK**  
**Guidance and Instruction**  
**Pollution Prevention Operations Center (PPOC)**  
**101<sup>st</sup> Airborne Division Battery Management Operating Procedures    DEC 03**

---

b. BATTERY CONTINGENCY REQUIREMENTS:

- 1) All units formally inducted into the Division Battery Management Program will have a battalion or in some cases company level 3-day stock of batteries available for training exercises and deployments. PPOC/HMCC personnel will maintain the 3-day battery stocks within the Pollution Prevention Operations Center (PPOC) located at 2nd Street & Wickham Avenue. This stockage level will be established by the Division, unit and PPOC/HMCC personnel. PPOC/HMCC personnel will ensure that all battery stocks maintained are properly stored, rotated, and managed.

NOTE: IT IS THE TRANSPORTING UNITS RESPONSIBILITY TO PREPARE SHIPPING DOCUMENTATION, I.E. SHIPPERS DECLARATION FOR DANGEROUS GOODS (SDDG), DD 836 AND SHIPPING CONTAINER MARKING AND PLACARDS

- 2) Training. All Signal Officers/NCO's must receive training by the PPOC/HMCC personnel. This facilitates standardization within the division and assures smooth and timely receipt of battery stocks.
- 3) Documentation. The PPOC/HMCC battery manager will develop a 6-Part folder to be maintained by the unit while deployed and must be returned to the PPOC upon recovery. The Battery 6-Part folders will consist of the following sections:
  - a) PPOC/HMCC Points of Contact. A list of PPOC/HMCC personnel that may be contacted for assistance and their phone numbers.
  - b) Battery Management Procedures. A copy of TAB 21, Fort Campbell Environmental Handbook, outlining the procedures for requesting, issuing, storing and returning of battery stock.
  - c) A list of the units 3 day battery stock. Only batteries on this list can be requested for issue. Any additions or deletions from this list must be coordinated through the Signal Officer/NCO and PPOC/HMCC personnel.
  - d) Quality Improvement Suggestion Form. This form should be utilized to communicate problems or to request changes in PPOC business practices.
  - e) Battery Sign IN/OUT Sheets. Sign in/out sheets are for use by unit personnel for tracking the issue and return of batteries while on deployment. The proper use of this form is critical for accurate data collection such as demand history. Unit's have full responsibility to manage their battery stock once removed from PPOC/HMCC possession.
  - f) Local Emergency Points of Contact. A list of personnel and phone numbers to contact in the event of a HAZMAT emergency.

4) ISSUING INSTRUCTIONS FOR TRAINING EXERCISES

- a) The Signal Officer/NCO will ensure the unit managed 2 day stocks are utilized first when deploying.
- b) All units are required to notify the PPOC Battery Manager 7 working days prior to deploying on scheduled exercises, i.e. local FTX, JRTC, NTC, etc.
- c) Units requesting the 3 day battery support package are to provide the following information:
  - NAME of UNIT
  - BATTERY TYPE and QUANTITY (From 3 Day Stock)
  - LOCAL OR OFF POST DEPLOYMENT
  - MODE OF TRANSPORTATION
- d) Upon notification the PPOC will schedule a pick-up time for the requesting unit/activity and package the batteries requested in accordance with transportation regulations if necessary.

---

## **FORT CAMPBELL ENVIRONMENTAL HANDBOOK**

### **Guidance and Instruction**

#### **Pollution Prevention Operations Center (PPOC)**

---

#### **101<sup>st</sup> Airborne Division Battery Management Operating Procedures    DEC 03**

---

- e) The requesting unit will be required to sign for battery stock upon receipt. Material Safety Data Sheets (MSDS) and the Unit Battery 6-Part Folder will also be issued at the time of pick-up.
- f) While on deployment, it is the unit's responsibility to maintain all battery stock to ensure batteries are stored out of adverse weather conditions and to prevent releases into the environment.

#### **5) RECOVERY OF HAZMAT**

- a) After returning to garrison, unit personnel must contact the PPOC Battery Manager within 72 hours to coordinate turn-in of unused hazardous materials, empty containers, contaminated materials, and all documentation including the 6 Part Folder and MSDS's.

NOTE: RETURN OF ALL BATTERIES IS ONLY APPLICABLE FOR INSTALLATION TRAINING EXERCISES. UNITS ARE TO RETURN SERVICEABLE BATTERIES WHEN DEPLOYING AWAY FROM FORT CAMPBELL. DISPOSE OF UNSERVICEABLE BATTERIES BY FOLLOWING THE HOST INSTALLATION DISPOSAL GUIDANCE WHEN DEPLOYING AWAY FROM FORT CAMPBELL.

- b) PPOC/HMCC personnel will assist units with the disposal of batteries generated during installation training exercises.
- c) After completing turn-in procedures, PPOC/HMCC Battery Manager will inspect returned stock for serviceability and ensure replenishment of the unit 3 day battery stock.

#### **6) ISSUING INSTRUCTIONS FOR REAL WORLD SITUATIONS**

- a) The PPOC/HMCC recognizes the importance of the real world mission that the 101<sup>st</sup> Airborne Division (AASLT) performs. The very limited time constraints are recognized and provided for in the following procedures.
- b) The PPOC/HMCC will be notified through the Division Emergency Operations Center (EOC). The PPOC/HMCC supervisor will maintain and constantly carry a pager for notification by the division.
- c) PPOC/HMCC personnel are on standby for emergency contingency operations.
- d) The unit will load their 2 day unit managed battery stocks. It is a UMO responsibility to ensure that all shipping requirements are met. Including but not limited to all shipping documentation, i.e. Shippers Declaration for Dangerous Goods (SDDG), DD 836, etc., proper packaging, marking and placards.
- e) The unit 3 day battery stock will be made available for pickup from the PPOC/HMCC. The priorities provided by division HQ will be strictly adhered to in the preparation of stock for deploying units. It is a unit responsibility to maintain their batteries while deployed. All applicable local guidelines and regulations must be followed regarding storage, transportation, use and disposal.
- f) Recovery of the batteries upon return from deployment will be handled on a case by case basis.

---

**FORT CAMPBELL ENVIRONMENTAL HANDBOOK**  
**Guidance and Instruction**  
**Pollution Prevention Operations Center (PPOC)**  
**101<sup>st</sup> Airborne Division Battery Management Operating Procedures    DEC 03**

---

c. **SUPPLY PROCEDURES AND REQUIREMENTS:**

- 1) The following supply procedures will be utilized to replenish materials for units and activities that have been formally inducted into the PPOC/HMCC operation.
  - a) Commanders/directors should ensure that all batteries, excluding lead acid vehicle and/or aircraft batteries, required to support operations are obtained through the PPOC/HMCC. The PPOC/HMCC Department of Defense Activity Address Code (DODAAC) will be utilized for military supply system purchases.
  - b) The PPOC/HMCC will utilize the Standard Army Retail Supply System (SARRS) located within the Installation Supply and Service Division (ISSD) for procurement.
  - c) Excess batteries managed by the PPOC/HMCC will be provided to the unit free of charge to minimize costs.
  - d) A monthly transaction report is provided by the PPOC/HMCC to the Public Works Business Center (PWBC) Budget Officer which in turn forwards a report to the Division Resource Management office (DRM).
  - e) The cost of materials is then charge against the unit/activity APC (Account Processing Code) by the Division Comptroller.

2) **Credit Card Purchases**

- a) Unit/activities will not use their credit cards to purchase batteries managed by the PPOC/HMCC.
- b) All local purchases of batteries will be coordinated through Signal Officer/NCO and the PPOC/HMCC.
- c) The PWBC Environmental Division credit card will be utilized for off-line purchases and the cost will be assigned to the unit/activity APC.

7. **QUALITY CONTROL PROCEDURES:**

The PPOC/HMCC will implement a quality control process whereby a continual evaluation of management techniques, supply procedures, hazardous materials handling methods and cost avoidance measures are reviewed. Among the sources that will be commander updates, unit/activity feedback and instruction at the Environmental Quality Officer Course (EQOC). The PPOC/HMCC will also provide updates to the EQO BI-monthly meeting and encourage supported units/activities to utilize the Quality Improvement Suggestion Form.

8. **ADDITIONAL GUIDANCE:**

For additional guidance and information, contact the Fort Campbell Hazardous Material Program Manager at 798-9769 or the PPOC Manager at 798-9780.

- a) For future reference place this document behind Tab 21 in your Fort Campbell Environmental Handbook.